

2005/06

GRANT PROGRAM GUIDELINES

FOR

LOCAL HISTORY DIGITAL RESOURCES

PROJECTS

Application Deadline:

April 7, 2005

Funding Source:

Library Services and Technology Act

California State Library

LOCAL HISTORY DIGITAL RESOURCES PROJECTS

I. INTRODUCTION

Libraries in California collect a wide range of materials concerning the local history of their communities. Many of these items are historic photographs that illustrate the diverse nature of their citizenry and record many of the tremendous changes that have taken place in their community.

The Local History Digital Resources Project (LHDRP) seeks to address the information needs of the community by providing a "solution in a box" for libraries. This package includes training, image processing services, metadata creation tools, preservation services, customizable Web pages and a small grant award for collection development and other purchases related to the program. Participants will be expected to partner with the University of California's California Digital Library (CDL) (<http://www.cdlib.org/>) for preservation and access services to digital object collections and associated descriptions created through LSTA funding. Attendance at certain training events will be mandatory. Local community involvement in project development and implementation will be expected.

I. STATEMENT OF PURPOSE

To provide enriched access to local history visual materials on the local and state level.

Program Description

Libraries may apply for participation in the LHDRP; up to 20 libraries will be selected from the applicants.

Supported by the infrastructure of the CDL, the LHDRP seeks to encourage CDL participation by California institutions receiving LSTA digital project funding. It aims to support 1) the creation of standardized digital objects with associated collection descriptions, 2) the storage of those resources in the UC Libraries Digital Preservation Repository, and 3) reliable and long term access to those resources through CDL gateways including the Online Archive of California (OAC) (<http://www.oac.cdlib.org/>), CaliforniaDigitalLibrary.org (<http://californiadigitallibrary.org/>), and American West portal (forthcoming; see <http://www.cdlib.org/inside/projects/amwest/>).

The CDL is a means to integrate disparate collections through its gateways and search engines. End users benefit from this by having single statewide access points to digital, preservation-quality, California-based primary resources. Participants benefit by having access to information and training to support digitization projects, an additional access point to their digital objects, persistent access to those digital objects through storage in the CDL digital preservation repository and standardized digital objects that can potentially be repurposed for local needs.

Six workshops focusing on digitization projects, digital object standards and creation will be offered between July 2005 and August 2005. Training sessions may be conducted regionally depending upon the geographic distribution of the participating libraries or

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online as a Webcast/videoconference. Appendix C describes the courses to be offered.

II. ELIGIBILITY

Eligible applicants are California libraries. Libraries that have received a local history digitization grant in the last three years will have lower priority.

III. AWARDS

Each successful applicant will receive:

- Staff training for two persons
- Digitization of 200 items performed by a pre-selected vendor
- Direct access to technical assistance for difficult questions
- Access to a digital asset management tool, for the duration of the grant year
- A grant of \$6,000 for collection processing and other purchases related to the program as well as travel expenses to training locations if needed.

IV. OBLIGATIONS OF SUCCESSFUL APPLICANTS

- A. The applicant agrees to participate in the LHDRP, including completion of all grant reports (quarterly and final), surveys, and other requests for information from the CSL and CDL, and compliance with grant requirements, reporting procedures, and project timelines.
- B. The applicant agrees to participate in each of the training sessions during 2005, see Appendix C for course descriptions.
- C. The applicant agrees to involve the community in the development of the service plan, with such involvement encompassing two activities from the following:
 - A community meeting
 - A pre-project survey and a post-project survey
 - A community scan
 - The establishment of an advisory group
- D. Applicants will select approximately 200 primary source materials for digitization. Newspaper digitization is not eligible under this program. Digitization of printed genealogical text is also not eligible. Upon completion of the project images will be available on the California Digital Library, Online Archive of California (OAC). Access will include full metadata as well as an access version of each image meeting resolution specifications for access images as contained in the *CDL Guidelines for Digital Objects*. Applicants will provide a link from their library website to the OAC. Metadata records will also be added to the applicants OCLC set in Worldcat.

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- E. No watermarks will be allowed on the images. Copyright notices may be appended to the bottom of the image.
- F. Applicants agree to utilize a digital asset management tool (for creating and managing digital object collections) and a scanning vendor service that will be provided by the California State Library for the duration of the grant year.
Applicants agree to comply with all specifications and guidelines prepared by the CSL and CDL for use of those tools and services.
- G. The library agrees to supply a computer acquisition station for creating metadata meeting the following requirements:
 - 1. Windows 2000 or Windows XP operating system
 - 2. Intel® Pentium® III or 4 processor
 - 3. Microsoft Internet Explorer 6.0 or later.
 - 4. 256MB RAM
 - 5. Minimum display resolution of 1024 x 768
 - 6. 128KBS or faster connection
- H. The applicant agrees to submit digital assets to the CDL for preservation and access services. The applicant agrees to follow guidelines (for metadata, digital images, and submission of digital assets to the CDL for preservation and access) established by *CDL Guidelines for Digital Objects* (see: <http://www.cdlib.org/inside/diglib/guidelines/>) and to submit signed copies of the CDL/UC Libraries digital assets agreement and submission inventory (see: <http://www.cdlib.org/inside/diglib/>). The submission inventory will be requested after grants are awarded.
- I. The applicant will address copyright issues for all materials submitted and identify items as either in the public domain or having clearance from the copyright holder for incorporation in this project.
- J. The applicant agrees to incorporate local history digital resources into its ongoing service plan, insofar as possible, through such means as training other staff on the creation of digital objects (scanning), establishing local practices for the creation of descriptive metadata, and planning migration from the digital asset management tool (post-grant year) if necessary.
- K. The applicant agrees to give appropriate credit for funding of the project. The text: "This project funded in whole or in part by the Institute of Museum and Library Services, Library Services and Technology Act, administered in California by the State Librarian" shall be used for this purpose.

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V. EVALUATION AND SELECTION

Applicants will be evaluated on the basis of the following criteria:

- The significance of the items proposed for digitization to the local community and users statewide.
- Evidence of existing usage of the items and indications of potential use in electronic form.
- Ability to continue and expand the digital collection after the conclusion of the grant-funded period.
- Quality and completeness of responses to all questions on the application form and associated materials.
- Geographic distribution of grant recipients insofar as possible.
- Priority will be given to libraries that have not received LSTA funding for digitization projects since 1999.

VI. APPLICATION TIMELINE

Applications must be received no later than 4:00 p.m. on **April 7, 2005**. Awards will be announced on June 1, 2005. The grant period will begin on July 1, 2005 and conclude on June 30, 2006.

VII. APPLICATION PROCEDURES

- A. The LSTA6 – LHDRP application form and, for public libraries, CIPA Certification must be completed and signed. The LHDRP application form is available at: http://www.library.ca.gov/html/lsta_app_05_06.cfm .

Provide an original signature – in blue ink -- on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a contracts/grants officer, depending on local rules.

The authorized official of a recipient organization must approve the submission of the proposal, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent official correspondence and warrants. The award packet will include other necessary documents for signature including a nondiscrimination clause addendum and a civil rights certificate.

- B. Public libraries must certify compliance with the provisions of the Children's Internet Protection Act (CIPA). Read the Overview, follow the Public Library Guidelines, and complete Form A. CIPA forms and information for 2005/06 will be available by mid-February 2005 at:
<http://www.library.ca.gov/html/grants.cfm>

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As with the application form please sign in blue ink so that originals may be distinguished from copies.

- C. The technical information form (Appendix A) must be completed.
- D. The CDL/UC Libraries digital assets agreement (attached) must be completed and signed.
- E. Mail or deliver the grant application and CIPA certification to:

California State Library
Library Development Services
ATTN: Local History Digital Resources Projects
PO Box 942837
Sacramento CA 94237-0001

Delivery Service (FED EX, UPS, etc.) address:

California State Library
Library Development Services
900 N St. Suite 500
Sacramento CA 95814
Tel: 916-653-5217

- F. Four (4) copies of the application must be received by the California State Library no later than **4:00 p.m. on April 7, 2005**. One copy must be the original, containing the original signature.

VIII. INFORMATION

For further information or assistance, contact:

Ira Bray, Library Programs Consultant
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Phone: (916) 653-0171
Fax: (916) 653-8443
Email: ibray@library.ca.gov

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Appendix A

Technical Information

Please use a separate sheet to provide the following information:

1. Technical lead contact name and title.
2. Technical lead contact phone.
3. Technical lead contact e-mail.
4. Will there be one-time or multiple, continuous digital asset submissions (if the latter, what is the anticipated frequency of ongoing submissions)?
5. Copyright status: please indicate whether predominant copyright status for materials to be digitized is A) public domain, B) copyright unknown, or C) copyright known (if latter, please indicate if copyright owner and contact information is known).
6. Will there be any access or display restrictions on viewing the digitized materials?
7. What is the total number of simple digital objects that you will be preparing? A simple digital object can be defined as a single metadata record associated with a single content file (e.g., an image file, a text file, etc.). An example of a simple digital object is a scanned photograph. (For more information about terminology used here, please consult the CDL Glossary at <http://www.cdlib.org/inside/diglib/glossary/>, or contact the CDL at <oacops@cdlib.org>).
8. What is the total number of complex digital objects that you will be preparing? A complex digital object can be defined as a single metadata record associated with a multiple interrelated content files (e.g., an image file, a text file, etc.). An example of a complex digital is a digitized, multipage scrapbook. (For more information about terminology used here, please consult the CDL Glossary at <<http://www.cdlib.org/inside/diglib/glossary/>>, or contact the CDL at <oacops@cdlib.org>).
9. If creating simple digital objects, please specify the number and type of content files that they will contain (e.g., image file, encoded text file, etc.).
10. If creating complex digital objects, please specify the number and type of content files that they will contain (e.g., image file, encoded text file, etc.).

For assistance with this section contact Adrian Turner (<mailto:adrian.turner@ucop.edu>), Online Archive of California.

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Appendix B

2005/06 MODEL TIMELINE FOR LOCAL HISTORY DIGITIZATION PROJECTS

July 2005

Review LHDRP documentation:

- LHDRP website (<<http://www.cdlib.org/inside/projects/oac/lsta/>>) and relevant documentation
 - *CDL Guidelines for Digital Objects* (CDL GDO; <<http://www.cdlib.org/inside/diglib/guidelines/>>) -- the following sections in particular:
 - Metadata requirements
 - Content file requirements (*CDL Best Practice Guidelines for Images*)
 - Submission requirements: contributing digital assets to the CDL
 - CDL/UC libraries digital assets agreement and inventory (<<http://www.cdlib.org/inside/diglib/>>)
- Participate in LHDRP kickoff meeting
- Start initial CSL/CDL-sponsored digitization project training program (digital project management, selection of materials for digitization and copyright issues, metadata and digital image file creation, and digital asset management tool usage)
- Begin to develop service plan, encompassing two activities from the following:
 - a community meeting
 - a pre-project survey and a post-project survey
 - a community scan
 - the establishment of an advisory group

August 2005

- Begin selection process; determine access and copyright status of materials to digitize
- Complete initial CSL/CDL-sponsored digitization project training program
- Complete service plan
- Configure digital asset management tool, based on specifications provided by CSL and CDL. Begin creating metadata records for objects.

September 2005

- Complete selection process
- Complete configuration of digital asset management tool
- Prepare and begin outsourcing digitization of materials to vendor.
- Prepare sample metadata export and transmit to CDL; troubleshoot and resolve any issues with samples
- Begin creating metadata records for objects

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Appendix B – Project Timeline (continued)

October 2005

- First quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

October 2005-January 2006

- Begin conducting quality control review and resend materials to vendor, if necessary

January-March 2006

- Complete outsourcing digitization to vendor
- Begin conducting quality control review of metadata records for objects and revise, if necessary

January 2006

- Second quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

February-March 2006

- Complete metadata records for objects

April 2006

- Third quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call
- Complete final CSL/CDL-sponsored digitization project training program (collection description creation)
- Complete collection descriptions

April-June 2006

- Prepare complete digital assets submission package per CDL GDO and transmit to CDL

July 2006

- Final narrative report due to CSL
- Project evaluation forms due to CSL/CDL

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Appendix C

2005/06

GENERAL COURSE DESCRIPTIONS FOR LOCAL HISTORY DIGITIZATION PROJECTS

Attendance at these courses is mandatory for project participants:

Digitization Project Management

This workshop will provide a general overview of all aspects of managing a digitization project, addressing issues that managers face as they implement their first digitization project. Topics covered: resource and staffing considerations, hardware and software selection, selecting materials to digitize, systems integration, process and workflow, implementing metadata and imaging standards, digitization strategies (in-house or vendor), end-user service planning and interface design, project sustainability, and marketing and evaluation.

Copyright Issues for Digitization Projects

This workshop will introduce general issues pertaining to the selection of materials for digitization, and copyright issues. Topics covered: introduction to basic copyright law and the Digital Millennium Copyright Act, including "fair use" and "public domain" issues; methods for assessing copyright status of materials; print/analog materials vs. digital materials; risk tolerance and management; capturing rights information in digital object metadata; and developing an institutional policy and rights management framework.

Digital Image Scanning

This course, designed for non-technical project staff, provides an overview of the scanning process with special emphasis on techniques and standards that must be employed when scanning cultural heritage collections. Students will be introduced to the California Digital Library's imaging guidelines as a baseline standard for implementation. Topics covered: in-house vs. outsourcing considerations, workflow and process, standards, and quality control.

Metadata for Digital Objects

The process of digitizing primary source material requires not only scanning work, but also the recording of various kinds of information about the resources. This course is designed for non-catalogers and seeks to provide students with information about implementing metadata standards such as Dublin Core. The California Digital Library's digital object guidelines will be discussed as a baseline standard for implementation. Topics include: introduction to metadata standards and usage, interrelationships between descriptive practices and standards; and techniques for application and encoding using a digital asset creation tool.

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Appendix C – Course Descriptions (continued)

Creating Digital Objects with CONTENTdm

A basic level hands-on workshop designed to assist institutions in understanding how to use the CONTENTdm Software Suite to create digital collections. CONTENTdm is used to make digital collections available on the web. Workshop topics include: CONTENTdm highlights; collection-building tutorial; metadata and controlled vocabulary implementation; export routines; digital collection project planning, process development, and implementation.

Digital Object Collection Description

It is often difficult to manage individual items comprising local history collections; the process of digitizing those items compounds the problem. This course is designed for non-catalogers to understand the benefits, practicality, and utility of managing local history collections at the aggregate, collection level. Instruction will focus on creating and managing standardized collection descriptions to facilitate access and collection management, the use of inventories and finding aids, and methods for capturing those collection descriptions through standards such as Encoded Archival Description (EAD). Students will be introduced to a tool that can be used to create an EAD finding aid that can be published via the California Digital Library.